



**King County**  
**BUSINESS AND FINANCE OFFICER III**  
**DEPARTMENT OF EXECUTIVE SERVICES**  
**FINANCE AND BUSINESS OPERATIONS DIVISION**  
**PAYROLL OPERATIONS SECTION**  
**Annual Salary Range: \$61,795 - \$78,329**  
**Job Announcement: 06TS5989**  
**OPEN: 4/10/06      CLOSE: Open Until Filled**

**WHO MAY APPLY:** This career service position is open to all qualified current King County career service employees and the general public.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **Finance & Business Operations Division, Attn.: Jemima deVera, M.S. EXC-ES-0720, Exchange Building 7<sup>th</sup> Floor, 821 Second Ave, Seattle, WA 98104-1598.** Email applications are encouraged at [HR.FBOD@metrokc.gov](mailto:HR.FBOD@metrokc.gov). Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) **PLEASE NOTE:** Applications not received at the location specified above and those that are not complete may not be processed.

**FORMS AND MATERIALS REQUIRED:** A [King County application form and data sheet](http://www.metrokc.gov/ohrm/jobs/JobApplications.htm), resume and a letter of interest detailing your background and describing how you meet or exceed the requirements are required. Application forms may be found at: <http://www.metrokc.gov/ohrm/jobs/JobApplications.htm>.

**WORK LOCATION:** Exchange Building (7<sup>TH</sup> Floor), 821 Second Avenue Seattle, WA 98104

**WORK SCHEDULE:** This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. This position is paid on a bi-weekly schedule, every other Thursday, comprising a 40-hour workweek; normally Monday through Friday, 8:00 a.m – 5:00 p.m. May be required to work extended and/or flex scheduled work hours to respond to service needs.

**PRIMARY JOB DUTIES INCLUDE:**

- Serve in a lead capacity, assisting Supervisor in determining workloads and priorities.
- Provide staff training and development.
- Monitor staff work and assist Supervisor in evaluating performance.
- Serve as mentor to new staff members.
- Provide authoritative technical and analytical expertise in specialized areas related to payroll such as financial analysis, contract negotiations and implementations, financial database modeling.
- Coordinate and advise on operations and policy decisions with key internal/external contacts.
- Perform and/or lead payroll program analysis and evaluation.
- Develop recommendations for payroll operational and policy decisions.
- Lead and coordinate payroll processing projects.
- Implement and/or facilitate implementation of procedures, policies, work plans and strategies for regulatory compliance in the specialized area of payroll

- Provide and/or present a variety of analytical, technical and persuasive materials and results to decision-makers, develop and communicate materials to effect change, negotiate internal/external payroll terms and agreements of significant County-wide impact.
- Interact with payroll contacts in a variety of County-wide departments.

**QUALIFICATIONS:**

- Proven record of handling a highly complex, high volume, multi-Union payroll for at least 5,000 employees.
- 5+ years operational payroll experience, including at least 2 years at a lead level.
- Advanced knowledge in Federal, State and King County payroll regulations, rules, policies, and practices (including but not limited to employment law such as FLSA, USERRA, etc and IRS code affecting payroll).
- Superior knowledge of both payroll and general public sector financial accounting.
- Excellent demonstrated ability using analytical and management systems.
- Experience with multiple payroll systems.
- Excellent customer service skills.
- Proven record of project management.
- Highly skilled in organizing, planning, and time management.
- Skilled in quantitative and business requirement analysis abilities.
- Highly developed written and oral communication skills with excellent presentation skills.
- Demonstrated experience in developing cost/benefit analysis.
- Proficient in using MS Excel and MS Word.
- Demonstrated ability to work collaboratively to achieve goals.

**DESIRABLE QUALIFICATIONS:**

- American Payroll Association -Certified Payroll Professional (CPP) strongly preferred.
- Experience with mainframe HR/Payroll systems highly desirable.
- Experience with Peoplesoft HCM and solid technical skills in MS Powerpoint, MS Publisher, Access, and Visio also desirable.

**UNION REPRESENTATION:** This position is not represented.

**CLASS CODE: 2131300**